



DEPARTMENT OF THE ARMY
HEADQUARTERS, FOURTH REGION (ROTC)
UNITED STATES ARMY CADET COMMAND
BOX 339500
FORT LEWIS, WASHINGTON 98433-9500

REPLY TO
ATTENTION OF

ATOD-IG

3 June 2002

MEMORANDUM FOR All Military Personnel on Duty with Headquarters, 4th Region (ROTC)

SUBJECT: Right of Military Personnel and ROTC Cadets to Present Complaints or Request Assistance from the Inspector General (IG)

1. The IG will take requests for assistance, complaints, or grievances in writing or orally. Keep in mind that the chain of command should be considered the first and often best option available in resolving or settling issues. The nature of the call or visit with the IG may be kept confidential from the chain of command, but permission to be absent from place of duty must be obtained.
2. Issues can be directed to the 4th Region (ROTC) Inspector General's Office:

Name: MAJ LESLIE COWAN or SFC PAMELA N. ARMOUR
E-Mail: cowanl@4rotc.lewis.army.mil or armourp@4rotc.lewis.army.mil
Address: Headquarters, 4th Region (ROTC)
US Army Cadet Command
ATTN: ATOD-IG
BOX 33900
Fort Lewis, WA 98433-9500
Phone: Commercial (253) 967-4116/3183; DSN 357-4116/3183

3. If anyone believes that their interest will be jeopardized by making a complaint to the local IG or feels that they have not been dealt with fairly, they may present their complaint to the Cadet Command IG at: Commander, U.S. Army Cadet Command, ATTN: ATCC-IG, Fort Monroe, VA 23651-5000. Telephone: Commercial (757) 727-4528 or DSN 680-4528.
4. Any type of disciplinary or adverse action against an individual or any other action that restricts them from filing a complaint, seeking assistance, or cooperating with an Inspector General is prohibited. However, anyone who knowingly makes a false statement under the guise of presenting a legitimate complaint to an Inspector General is subject to disciplinary action.

//s/
DANIEL S. CHALLIS
COL, IN
Commanding



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FORT LEWIS, WASHINGTON 98433-9500

REPLY TO
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ATOD-IG

3 June 2002

MEMORANDUM FOR All Civilians Employees on Duty with Headquarters, 4th Region (ROTC)

SUBJECT: Right of Civilian Employees to Present Complaints or Request Assistance

1. All civilian employees have the right as members of Department of the Army to present their individual complaints concerning unsatisfactory conditions encountered to the proper authorities. Immediate supervisors should be considered the first and often best option available in resolving or settling issues. When this is not suitable, the procedures outlined in paragraph two or three below should be considered.
2. Civilian Personnel regulations prescribe procedures for the submission and processing of complaints pertaining to considerations of civilian employment. This includes complaints on such personnel actions as reduction-in-force, removals, disciplinary measures, and other similar actions. Complaints of this nature should be directed to **MR. Earl Kolb at (253) 967-4511**. She will furnish you with information concerning the regulations and advise you of the procedures to follow. Complaints relating to discrimination in employment because of race, color, religion, sex, age, national origin, or handicap condition should be directed to **LTC Roberta Antry at (253) 967-9829**.
3. Complaints or requests for assistance pertaining to other than civilian employment matters that could not be resolved by supervisors in the chain should be directed to the 4th Region IG.

Name: MAJ LESLIE COWAN or SFC PAMELA N. ARMOUR
E-Mail: cowanl or armourp@4rotc.lewis.army.mil
Address: Headquarters, 4th Region (ROTC)
U.S. Army Cadet Command
ATTN: ATOD-IG
BOX 339512
Fort Lewis, WA 98433-9512
Phone: Commercial (253) 967-4116/3183; DSN 357-4116/3183

4. Any type of disciplinary or adverse action against an individual or any other action that restricts them from filing a complaint, seeking assistance, or cooperating with an Inspector General is prohibited. However, anyone who knowingly makes a false statement under the guise of presenting a legitimate complaint to an Inspector General is subject to disciplinary action.

//s//

DANIEL S. CHALLIS
COL, IN
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DEPARTMENT OF THE ARMY
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BOX 339500
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ATOD-ZA (100)

15 January 2003

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Policy Memorandum #1, Open Door Policy

1. My door is always open to all soldiers, cadets, and civilian employees and their family members within this Command (in both SROTC and JROTC programs) to present any concerns or problems of a professional or personal nature. I only ask that you give your chain of command every opportunity to resolve issues at their level.
2. I may be reached in person or by phone at any time. If you desire an appointment, contact my secretary at commercial (253) 967-4976 or DSN 357-4976. My email address is challisd@4rotc.lewis.army.mil.

A handwritten signature in black ink, reading "Daniel S. Challis", is positioned above the printed name.

DANIEL S. CHALLIS
COL, IN
Commanding

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BOX 339500
FORT LEWIS, WASHINGTON 98433-9500

ATOD-ZA (100)

27 January 2003

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Policy Memorandum #2, Equal Opportunity

1. All soldiers, civilians, cadets, and family members (in both the SROTC and JROTC programs) have a right to equal treatment and opportunity. Equal opportunity applies on and off post, to the total Army environment, both living and working, and it is to be an environment free of discrimination and harassment. Equal opportunity is based solely on merit, fitness, capability, and potential; without regard to race, color, religion, gender, or national origin.
2. The chain of command will provide a positive climate that ensures freedom, dignity, respect, and opportunity for all. It is expected that all members of this command will promote a healthy equal opportunity environment. Doing so will improve morale, teamwork, unit efficiency, and overall mission accomplishment.
3. All soldiers, civilians, cadets, and family members have the right to file grievances and report equal opportunity violations to the chain of command or other appropriate individuals. The chain of command will ensure that all members of their command know complaint procedures of the equal opportunity program. Commanders will take swift and appropriate action on all complaints IAW the timelines set forth in Interim Change 104 to AR 600-20, dated 17 Sep 93.
4. Organizations will place a copy of this policy memorandum on their official bulletin board.


DANIEL S. CHALLIS
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ATOD-ZA (100)

27 January 2003

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Policy Memorandum #3, Equal Opportunity (EO) Complaint Procedures

1. It is the right of every soldier, family member, and civilian employee to present a complaint without fear of intimidation, reprisal, or harassment. They have a right to communicate with the chain of command, however, complaints should be resolved at the lowest level.
2. Informal complaints are those that the alleged victim does not wish to file in writing. They are not subject to specific timelines, but resolution must be timely. The chain of command may maintain confidentiality of the complainant, but it cannot be guaranteed or promised.
3. Formal complaints are those that the alleged victim wishes to file in writing. Complainants have 60 calendar days from the time of an alleged incident to file a formal complaint. The commander may investigate complaints received after this time frame at his or her discretion. Interim Change 4 to AR 600-20, paragraph 6-8 outlines procedures for processing formal complaints.
4. Staff agencies available to assist the command with equal opportunity or related issues are the Inspector General, Chaplain, Provost Marshal/Criminal Investigation Command, medical agencies, Staff Judge Advocate, and the Housing Referral office.
5. Violators of Army policies on equal opportunity may be charged and prosecuted IAW the Uniform Code of Military Justice. Results of nonjudicial punishment will be posted in the unit IAW AR 27-10.
6. The Region Equal Opportunity Advisor is, SSG Scott, Personnel and Administration Division, email: tradern@4rotc.lewis.army.mil, commercial (253) 967-9890 or DSN 357-9890.
7. Organizations will place a copy of this policy memorandum on their official bulletin board.


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ATOD-ZA (100)

27 January 2003

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Policy Memorandum #4, Prevention of Sexual Harassment

1. It is the responsibility of every soldier, civilian, and cadet within this command (in both the SROTC and JROTC programs), to understand the nature of the sexual harassment, and to maintain the highest standards of honesty, integrity, impartiality, and conduct to assure the proper performance of our mission. All commanders and supervisors will support the Army's commitment to these standards by respecting the human dignity of all military members, cadets, and civilian employees. I expect all personnel to actively work towards eliminating sexual harassment in any form from their respective areas of responsibility.
2. Sexual harassment is defined as (1) influencing, offering to influence, or threatening the career, pay, or job of another person, woman or man, in exchange for sexual favors; or (2) deliberate repeated offensive comments, gestures, or physical contact of a sexual nature in work or duty related environments. Sexual harassment is unprofessional and illegal behavior. I will not tolerate any incidents of sexual harassment.
3. Complaints can be filled as a formal equal opportunity complaint or submitted less formally through your chain of command. Commanders and supervisors will take swift and appropriate action on all complaints IAW the timelines set forth in Interim Change 104 to AR 600-20, dated 17 Sep 93.
4. Organizations will place a copy of this memorandum on their official bulletin board.

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27 January 2003

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Policy Memorandum #5, Reenlistment Program/Incentive Policy

1. Reference AR 601-280, Army Retention Program.
2. The reenlistment of qualified, dedicated and motivated soldiers is essential to the continued success of today's Army. It is my intention to reenlist only the highest quality soldiers. If you are one of these high quality, professional, and dedicated soldiers, I encourage you to reenlist.
3. As an incentive, all soldiers who either reenlist, extend for the Bonus Extension and Retraining (BEAR) Program, or transfer/enlist into the National Guard or Army Reserve are authorized the following:
 - a. Initial term and mid-career soldiers:
 - (1) The entire day of reenlistment off from work.
 - (2) A four day pass, in conjunction with a weekend, to be taken within 30 days after reenlistment.
 - b. Career soldiers: The remainder of the reenlistment day off from work.
4. Reenlistment interviews will be conducted by Division Chiefs at the region headquarters, Brigade Commanders at the brigades, and Professors of Military Science at the universities. All sergeants through staff sergeants (non-promotable) will be interviewed during the following time frames:
 - a. Job performance and career progression interviews: 60-90 days after arrival.
 - b. Career progression interviews: 11-12 months prior to ETS.
5. The Fourth Region Reenlistment NCO is SGT James at (253) 967-9569 or email jamesl@4rotc.lewis.army.mil. If you have any questions, feel free to call him.


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27 January 2003

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Policy Memorandum #6, DoD Program for Stability Civilian Employment

1. The Department of Defense has an established Priority Placement Program (PPP) to provide for continued employment within DoD of career or career-conditional employees who are scheduled for involuntary separation through reduction-in-force, involuntary furlough for a period of six months or more, demotion by reduction-in-force, who decline functional transfer outside the commuting area, who are entitled to DoD military spouse preference, or who are satisfactorily completing duty in a foreign area, territory, possession, the Canal Zone or the states of Alaska or Hawaii. Firm measures must continue to provide maximum opportunity for DoD-wide placement through the automated referral closures, consolidations, transfer of functions, permanent change of station of spouses of military, and reductions that result from organizational changes.
2. Support of the Priority Placement Program, thereby providing job opportunities for deserving DoD employees in need of job placement assistance, is a vital ingredient of sound personnel management by all supervisors, both military and civilian. The policy of Fourth Region (ROTC) is to support this program by insuring maximum utilization of fully qualified surplus priority candidates during the recruiting process.

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ATOD-ZA (600-85a)

27 January 2003

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Policy Memorandum #7, Drug and Alcohol Program

1. There is no place in the Army, including ROTC, for the abuse of drugs or alcohol. It affects the morale, discipline, health, and safety of not only our soldiers and civilian employees, but also their families, friends, and coworkers.
2. will not tolerate consumption of alcohol when underage.
3. Common sense is a must when dealing with alcohol at parties or other social gatherings.
4. Never operate a motor vehicle when consuming alcoholic beverages and always use a "Designated Driver".
5. I will not tolerate illegal drug abuse. I will process any member of this organization to the fullest extent possible as governed by the appropriate regulations.
 - a. Officers – Chapter 4, AR 600-8-24, Officer Transfers and Discharges.
 - b. Enlisted - Chapter 14-12, AR 635-200, Enlisted Personnel.
 - c. Civilians – Federal or state law as applicable.
6. All battalions and brigades within Fourth Region (ROTC) will conduct random 100% urinalysis testing at least once a year. In addition, each commander will publish a policy memorandum with self-referral programs and local support facilities.


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ATOD-ZA

16 January 2003

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Policy Memorandum #8, Government Travel Cards

The following guidance is provided for acquiring, and maintenance of personal government travel cards, as well as individual and commanders' responsibilities.

1. Acquiring a card.

- a. Individual will fill out a Bank of America (BOA) application (formS02D0400/OCR24000 revised 5/29/091 attached below).
- b. Supervisors will sign and date application.
- c. Applications should be forwarded to HQ 4th Region (ROTC),
ATTN: SSG King or SFC Smith. (253) 967-7910
- d. Upon receipt of card, individuals will call BOA to verify receipt, and to activate the card. Individuals with a restricted card will also need to contact their account program coordinator (APC) SSG King or SFC Smith to get their card activated. Individuals who did not pass, or refused a credit check will have a restricted card.
- e. Newly commissioned Lieutenants will not be given a government travel card until they reach their first permanent duty station.

2. Card Maintenance

- a. Upon arrival individuals should contact their region APC to have their account transferred to the 4th Region (ROTC) hierarchy. If the individual fails to do this their card may be closed by their old unit after 30 days.
- b. Individuals should contact BOA and inform them of their new address and phone number.

16 January 2002

- c. Bank of America will send out new cards for cards that are expiring on the 10th of the month in which they will expire only if the card is in good standing.
- d. When an individual is departing military service, (retirement, ETS, resigning) the school will destroy the card, and then contact their APC to close the account.
- e. When an individual is changing duty stations the account will be deactivated unless, the individual has temporary duty (TDY) enroute to the duty station. Individuals will get their card reactivated by their gaining command.

3. Commanders Responsibilities and Procedures

- a. Highly encourage cardholders to elect split disbursement when filing their travel vouchers, as a method of reducing delinquencies.
- b. Recommend approval to HQ 4th Region (ROTC) for changes in ATM and charge limits for cardholders based on individual circumstances.
- c. Cancel/suspend the travel card at any time if cardholder misuses or abuses the card, and is intentionally delinquent.
- d. Counsel and reprimand all cardholders who are 60 plus days delinquent and have misused their cards. (Per Cadet Command guidance all military personnel 60 days delinquent will be flagged.)

4. Individual Responsibilities and Procedures


- a. Cardholders are expected to meet their financial obligations in a timely manner. Cardholders shall be reminded periodically of their obligations to act in a responsible manner with regards to their personal financial responsibilities to pay their travel card bills promptly.
- b. Use of the travel card by any other person(s) for any reason is not permitted. Cardholder remains responsible for any charges made by person(s) using the card, and shall not disclose his PIN to any other person.
- c. Cardholders are responsible for notifying Bank of America if their PIN has been stolen or inappropriately disclosed to an unauthorized person, and must report missing or stolen travel cards immediately. Cardholders have no liability for any erroneous charges if they notify Bank of America when card is lost or stolen

ATOD-PZ
SUBJECT: Government Travel Cards

16 January 2002

- d. The split-disbursement program allows travelers to request a split payment to Bank of America for payment of charges, and the remainder settlement dollars to their designated financial institution.
- e. When travel orders are canceled before departing but after drawing an authorized ATM advance, all fees charged are reimbursable. The claim should be supported by the original travel order.
- f. Once travelers complete temporary duty, they must file DD Form 1351-2, Travel Voucher or Subvoucher, immediately to obtain full reimbursement. Any disputed travel charges should be promptly reported to the contractor.
- g. When traveler will be TDY for more than 30 consecutive days a supplemental voucher should be filed every 30 days to obtain reimbursement to pay travel charges already accrued.

1 Encl
BOA Application


DANIEL S. CHALLIS
COL, IN
Commanding